



LIBERTY LAKE BAREFOOT in the PARK



Primary Event Location: Pavillion Park (727 N. Molter Rd.)
2015 Event Dates: Friday, July 24th through Sunday, July 26th
www.libertylakewa.gov/387/Barefoot-in-the-Park

2015 VENDOR APPLICATION

Applicant Name: (must be 21+ years old) Last: _____ First: _____

Company / Organization: _____

Mailing Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Type of Booth: ☐ Selling Food / Beverages ☐ Selling Alcohol ☐ Selling Products ☐ Selling Services ☐ Display Only

Please describe your booth or display: _____

What will be sold or displayed? (i.e. Product or Menu): _____

Will you be using a canopy? YES NO **Will you be using a truck or trailer?** YES NO

Please attach/send photo(s) or drawings of booth layout showing locations of hitches, awnings, and doors for locating purposes.

Please list any games/activities/drawings (also see Saturday carnival game operation below):

Other Considerations or Requests: _____

Please check the ONE box below that applies to your vendor booth request. Fees are per booth.	
Food & Beverage Vendors (Pavillion Park - 3 Days) *	
<input type="checkbox"/>	Food / Beverage Booth (12' x 12') - Businesses Located w/in the City of Liberty Lake = \$100
<input type="checkbox"/>	Food / Beverage Booth (12' x 12') - All Other Businesses or Groups = \$150
<input type="checkbox"/>	Food / Beverage Booth (12' x 12') - Non-Profit Organizations / Charities / Social Services = \$50
<input type="checkbox"/>	Food Truck Corral (Parking Stall + Service Area) - Businesses Located w/in the City of Liberty Lake = \$100
<input type="checkbox"/>	Food Truck Corral (Parking Stall + Service Area) - All Other Businesses or Groups = \$150
<input type="checkbox"/>	Food Truck Corral (Parking Stall + Service Area) - Non-Profit Organizations / Charities / Social Services = \$50
<input type="checkbox"/>	Wine / Beer Garden Booth (12' x 12') - Businesses or Organizations Located w/in the City = \$150 **
<input type="checkbox"/>	Wine / Beer Garden Booth (12' x 12') - All Other Businesses or Groups = \$200 **
* Please note, it is a requirement to have commercial general liability insurance and valid Spokane Regional Health District Permits to be considered for a food / beverage vendor booth.	
** Secured access area for 21 years of age and older. Booths only, no truck or trailer access. A copy of your Banquet Permit, obtained from the WA State Liquor Control Board is required and must be submitted to the City of Liberty Lake along with commercial general liability insurance naming the City of Liberty Lake as an additional insured. The City of Liberty Lake requires \$2 million per occurrence with a \$3 million dollar aggregate limit for alcohol vendors.	
Product or Service Vendors (Pavillion Park - 3 Days)	
<input type="checkbox"/>	Vendor / Display Booth (12' x 12') - Businesses Located w/in the City of Liberty Lake = \$100
<input type="checkbox"/>	Vendor / Display Booth (12' x 12') - All Other Businesses or Groups = \$150
<input type="checkbox"/>	Vendor / Display Booth (12' x 12') - Non-Profit Organizations / Charities / Social Services = \$50
Snack, Product, or Service Vendors (Liberty Lake Ballfields / Liberty Lake Elementary School Site - Saturday & Sunday Only)	
<input type="checkbox"/>	Fields Snack Vendor Booth (12' x 12') - Flat Fee \$50 ***
<input type="checkbox"/>	Fields Vendor / Display Booth (12' x 12') - Flat Fee \$50 ***
*** 2015 limited activity area with no overnight security or electricity available.	

Electricity (Pavillion Park Only)	
Electricity is available on a first come first serve basis to a limited number of booths at no additional charge. Each booth receiving electricity will have access to 1 - 110v outlet plug. Due to the amount of electricity needed for this event, we are unable to provide any more outlets (no splitters). Please provide your own 50' minimum outdoor approved grounded extension cord (12-3 gauge wire minimum).	
Would you like an electrical outlet? YES NO Comments:	

Saturday Carnival Game Operation w/ Vendor Booth - Pavillion Park 11am - 5pm (please identify booth type above)	
Free carnival games will be part of the Saturday portion of the event at Pavillion Park from 11am - 5pm. The City relies on the business community and service organizations to operate the free games for this family event which also provides great community exposure for you and a prime booth location along the central pathway! At least 2 people must operate booths with carnival games, supplies and prizes will be provided by the City. The City has approximately a dozen games granted on a first come, first serve basis and you will be notified with your application acceptance if you will receive a carnival game booth. Examples of carnival games are Balance Sticks, Basketball Throw, Bean Bag Toss, Bowling, Down-A-Clown, Duck Pond, Dunk Spray Tank, Fishing, Golf Putt, Milk Bottle/Can Knockdown, Mouse & Cheese, Ring Toss, and the Water Gun Game.	
Would you like a prime booth location at Pavillion Park and operate a carnival game on Saturday? YES NO	
Considerations or Requests:	

Donations & Sponsorships	
If you would like to make a donation to help fund the event or specific activities, please utilize our Barefoot in the Park 2015 Sponsorship Form available on the City Website at www.libertylakewa.gov/387/Barefoot-in-the-Park . Thank you.	

VENDOR APPLICATION RULES, REGULATIONS, & ADDITIONAL INFORMATION

Vendor Booths:

- Vendors are welcome to sell retail products, food, drinks, and/or services, or set up a display booth.
- Any item sold during the event must be listed on this application and pre-approved by the City.
- Booth spaces will be at least 12ft x 12ft and will be filled on a first come, first serve basis.
- Awnings, tables, displays, etc. must be confined within your approved booth space.
- Booth location will be determined by the City based on the order Vendor Applications are received and a pre-determined event layout.
- Additional abutting booth space may be available on a case by case basis for an additional fee.
- All booths must be covered, staked down (6" maximum length stakes, placement coordinated with City for sprinkler protection), and able to handle all weather conditions. Utilizing easy-up canopies that are lowered down when booth is not in operation is encouraged.
- Vendor booths must provide their own tables, chairs, canopies, extension cords, etc.
- Please remember this is a park setting; not every space will be completely level, so please be flexible in adjusting your displays for this.
- You must provide your own 50' minimum outdoor approved grounded extension cord (12-3 gauge wire minimum) if electricity is available to your booth. Cords not meeting this requirement will be disconnected.
- No soliciting or sales of your product outside of your booth, unless previously authorized by the City of Liberty Lake.
- All selected vendors will receive a final layout map and specific event information, prior to the event.
- All booths will be permitted to have a small sign or banner in their area to advertise their business or service organization.
- During set-up and breakdown, vehicles must be parked so that other vehicles can pass. If an emergency should occur during this time, all vehicles must be moved as quickly and orderly as possible, therefore, vehicles must not be left unattended.

Vendor Parking: Parking is located at Liberty Lake Elementary School, at the Liberty Lake Ballfields, and along Settler Dr. (west of Pavillion Park) or surrounding streets (except Country Vista Dr. and Molter Rd.). Absolutely no parking next to your booth or in the Pavillion Park parking lot after Vendor Setup. Please save the Pavillion Park parking lot for the event and YOUR customers.

- **Description of Vehicle / Trailer:** _____ **License Plate #:** _____
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Event & Vendor Hours:

- Vendor Setup:
 - Pavillion Park - Friday, July 24th from Noon to 5:00pm, unless previously arranged with the City of Liberty Lake.
 - Vehicular access to booth areas will be unavailable after 3:00pm due to the car show along Molter Road.
 - Canopies, tables, etc. can be left up from Friday through Sunday.
 - Liberty Lake Ballfields / Liberty Lake Elementary School - Saturday, July 25th from 8:00am to 11:00am, unless previously arranged with the City of Liberty Lake.
 - Liberty Lake Ballfields / Liberty Lake Elementary School - Sunday, July 26th from 8:00am to 11:00am, unless previously arranged with the City of Liberty Lake.
 - Vehicles are only permitted in designated areas.
- Event Hours:
 - Friday, July 24th - 5:00pm to 9:00pm (car show registration begins at 3:00pm)
 - Required Vendor Hours - 5:00pm to 9:00pm
 - Car Show and Live Band - 5:00pm to 9:00pm
 - Barefoot 3v3 Soccer - 5:00pm to 8:00pm
 - Red, White, & Brews Run - 6:00pm to 8:00pm
 - Saturday, July 25th - 8:00am to approximately 11:00pm
 - Required Vendor Hours - 11:00am to 6:00pm
 - Games and Contests - 11:00am to 5:00pm
 - Barefoot 3v3 Soccer - 8:00am to 6:00pm
 - Liberty Lake's Got Talent - 6:00pm to 9:00pm
 - Outdoor Movie - Dusk

- Sunday, July 26th - 8:00am to 3:00pm
 - Required Vendor Hours - 11:00am - 1:00pm, unless previously arranged with the City of Liberty Lake.
 - Barefoot 3v3 Soccer - 8:00am to 3:00pm
- Required Vendor Hours: Listed for each day above. You may open earlier or stay open later if you wish, but you must be operating during the required hours and cannot operate outside of the event hours. Wine/beer garden booths can only operate when security is controlling access. All booths must be removed and the area cleaned by 6:00pm Sunday. If early breakdown is necessary, vendor materials must be hand carried to vehicle away from the event area.

Security: Overnight security will be provided Friday and Saturday at Pavillion Park only to reduce vandalism / theft and the Liberty Lake Police Department will also patrol the park and surroundings throughout the weekend; however the City of Liberty Lake will not be liable for any loss, theft, vandalism, or damage of any kind. We strongly recommend that nothing of value be left in booths overnight.

Insurance, License, Tax, & Health Department Requirements: All vendors must have their own insurance. Vendors are not covered through the City's insurance. Compliance with applicable ordinances, taxes, and laws is the responsibility of the applicant.

- Food vendors must provide a commercial general liability Certificate of Insurance with a minimum of \$1,000,000 per occurrence and the City of Liberty Lake must be named as an additional insured. The Certificate of Insurance must be submitted with this vendor application and shall remain in force for the duration of the event. You must also meet all requirements of the Spokane Regional Health District if food will be cooked or served.
- Alcohol vendors must provide a commercial general liability Certificate of Insurance with a minimum of \$2,000, 000 per occurrence and \$3,000,000 million aggregate limit, and the City of Liberty Lake must be named as an additional insured. The Certificate of Insurance and a copy of your Banquet Permit, obtained from the WA State Liquor Control Board, must be submitted with this vendor application and shall remain in force for the duration of the event.
- A current City of Liberty Lake Business License is required for selling products/services at the event (including independent dealers/consultants). Copies must be provided to the City of Liberty Lake upon request.
 - Non-Profits are exempt. Additionally, the casual sale of items of personal property where the Person conducting such sale is not regularly engaged in the business of selling items of personal property is also exempt.

Expectations:

- To provide a quality event, it is expected that all vendors operate their booth for the entire event. Failure to stay for the entire event will affect your acceptance into future events.
- Vendors shall conduct themselves in a personable and businesslike manner to customers and other vendors. No loud music or hawking that could annoy other vendors will be allowed. Music is too loud if the neighboring vendors are complaining. Do not interfere with customers talking to other vendors.
- Vendors are responsible for keeping their booths clean and visually appealing. Please deposit all litter in the garbage cans provided throughout the event.

Acceptance: The City of Liberty Lake reserves the right to limit or deny booths based on space availability, duplication, incomplete application, visual appeal, type of product sold, past performance, or if the booth does not meet the requirements of our event. This is a community based, family-oriented event.

- To be determined to be complete, applications must be completely filled out and include required submittals based on the booth type. Fees are per booth and must be submitted with this application.
- *Don't forget to attach/send photo(s) or drawings of booth layout showing locations of hitches, awnings, and doors for locating purposes.*
- Example list of prohibited items: Firearms, alcohol (outside of the wine / beer garden), weapons (packaged kitchen knives are allowed), tobacco products, obscene or provocative items, replica/fake-branded items, other items as determined by the City.

Refunds: A full refund will be given if your application is not accepted. If your vendor application has been accepted and you need to cancel your booth space request for any reason prior to the Vendor Application deadline, a 50% refund of your booth fee will be issued. After the Vendor Application deadline, NO refunds will be issued for cancellation of your booth space or no-shows. There will be NO REFUNDS given for inclement weather, booth location, acts of God, civil disobedience (riots), acts of terrorism, or governmental requirements for closure due to health pandemic or other civil emergencies, or less than desirable sales of your product or service.

Barefoot in the Park 2015 Vendor Applications must be submitted to the City of Liberty Lake no later than 5:00pm, Friday, May 29, 2015 and must be accompanied by the required booth fee and submittals.

Applicants will be notified of acceptance by email after the application has been submitted and reviewed.

If accepted, you should receive your vendor packet with space assignment the first week of July. If you have not received it by the week prior to the event, please contact Michelle Griffin at (509) 755-6726, mgriffin@libertylakewa.gov or Amanda Tainio at (509) 755-6708, atainio@libertylakewa.gov

Submit complete applications in person or by mail to City Hall.

City of Liberty Lake
Attn: Barefoot in the Park Coordinator
22710 E. Country Vista Drive
Liberty Lake, WA 99019

Make checks or money orders payable to the City of Liberty Lake.

Payment via credit card will only be accepted in person at City Hall, unless previously arranged with the City of Liberty Lake.

For more info, please visit our website at www.libertylakewa.gov/387/Barefoot-in-the-Park. For questions, please contact Michelle Griffin at (509) 755-6726, mgriffin@libertylakewa.gov or Amanda Tainio at (509) 755-6708, atainio@libertylakewa.gov.

I have read the above application rules, regulations, and additional information, as well as City of Liberty Lake Ordinances 115 & 142 and agree, by my signature, to abide by the terms listed. Failure to follow rules or event-staff directions shall result in removal from the event and/or being prohibited from participating in future events. As the vendor permit applicant, I accept responsibility for any damage caused or any excessive clean up needed as a result of my participation and that I will be direct billed by the City of Liberty Lake for any excessive clean-up or damage. I hereby make application to the City of Liberty Lake for use of City facilities and certify the information given in this application and supporting material is correct. The applicant/ organization agrees to indemnify, defend, and save harmless the City and its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees.

Signature of applicant: _____

Date: _____

For Office Use Only:

Date Received:

Accepted By:

Rejected By:

If rejected, reason:

Notes: